Putting the Pieces Together
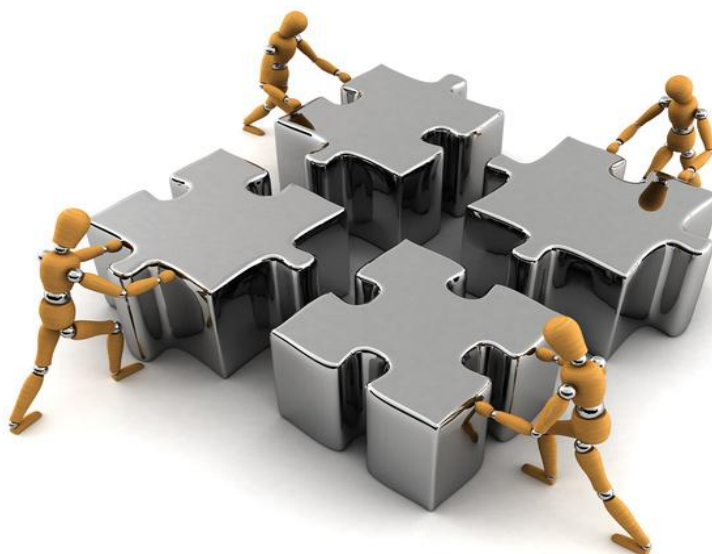
September 2011

Table of Contents

Preparing and Approving the SF-182 using an Accounting Code

This job aid provides instructions when paying for Commercial (Off-the-Shelf) training using an accounting code (short hand code) as the method of payment. The SF-182 **must** be used to pay for training over $2,500 for commercial training, and the method of payment will be by accounting code. Paying by accounting code requires assistance from the National Finance Center (NFC), and therefore, must contain pertinent information in Section C. of the SF-182. Complete instructions on completing form SF-182 can be found at: http://www.afm.ars.usda.gov/forms/EMPDEV/SF182-Instructions.PDF.

Step	Activity	View
1.	Log into AgLearn as an administrator - www.aglearn.usda.gov. From the administrator interface, select the **User Management** menu. From the left menu, the **Users** menu is highlighted.	
2.	From the Users search screen, enter and/or select the basic search criteria as appropriate. I.e. Last name, first name. Click "**Search**".	
3.	The search results appear at the bottom of the screen. Click the **pencil icon (edit)** to access the SF-182.	
4.	The summary page appears as default. Click **SF-182 Requests** tab.	

5.   Click the **New Request** button at the bottom of the screen.

6.   The SF-182 form opens.
     Fill out the SF-182 request form.

     Note: For instructions on how to complete all or some of the fields on the SF-182, please refer to the instructions listed at:
     http://www.afm.ars.usda.gov/forms/EMPDEV/SF182-Instructions.PDF

     Proceed to either Step 7 (Non-Federal Vendor) or Step 8 (Federal Vendors) depending on vendor information that is selected in B.1.

7.   Section C of the SF-182 is the Payment and Billing Section. It is important to place the appropriate information in this section according to the payment method used. For payment by accounting code for Non Federal Vendors:

SECTION C: COSTS AND BILLING INFORMATION					
C.1. Direct Cost and appropriation/fund chargeable			**C.2. Indirect Cost and appropriation/fund chargeable**		
Item	* Amount	Appropriation Fund	Item	* Amount	Appropriation Fund
a. Tuition	$4095.00	0010301910	a. Travel	$695.00	0010301910
b. Books or Materials	$0.00		b. Per Diem	$0.00	
c. Total	$4095.00		c. Total	$695.00	
* C.3. Total Training Non-Government Contribution Cost			C.6. Billing Instructions		
$0.00			USDA, OCFO Controller Operations Division, ACPRB ARS Operations Section P.O. Box 53326 New Orleans, Louisiana 70153		
C.4. Document / Purchase Order / Requisition No					
Doc #: 0003050023; Vend Code: 1500110220					
C.5. 8-Digit Station Symbol					
12-40-0300					

C1. Enter the amount of the training, books or materials, total and appropriation fund.
C2. Enter the estimated travel amount, per diem, total and appropriation fund.
C4. Enter the Agency Document Tracking #. This number is used internally to track the number of SF-182s generated in a fiscal year, and normally consist of the two digit fiscal year, four digit mode code, and four digit sequential set of numbers. Also, enter the FMMI vendor code. To receive a copy of the FMMI vendor code, please contact your budget person.   (*See page 7 for sample vendor list*)
C5. Enter the appropriate 8-digit station symbol:
(ARS) 12-40-0300; (NIFA) 12-40-2200; (ERS) 12-40-1800; (NASS) 12-40-2000
C6. Enter the appropriate billing address (see page 12:
http://www.afm.ars.usda.gov/forms/EMPDEV/SF182-Instructions.PDF

8.   The IPAC system is used to process bills for Federal Government agency vendors, therefore, when the training vendor is a Federal Government agency such as GSA, OPM and etc, pertinent information is needed in Section C.4. of the SF-182 for IPAC identification purposes.

NFC supplies a "Purchase Order" number as an identifier code for the vendor. This PO number is matched in the IPAC system to identify the Federal agency vendor.

SECTION C: COSTS AND BILLING INFORMATION					
C.1. Direct Cost and appropriation/fund chargeable			**C.2. Indirect Cost and appropriation/fund chargeable**		
Item	* Amount	Appropriation Fund	Item	* Amount	Appropriation Fund
a. Tuition	$3450.00	1010305001	a. Travel	$225.00	1010305001
b. Books or Materials	$0.00		b. Per Diem	$0.00	
c. Total	$3450.00		c. Total	$225.00	
* C.3. Total Training Non-Government Contribution Cost			C.6. Billing Instructions		
$0.00			USDA, OCFO Controller Operations Division, ACPRB ARS Operations Section P.O. Box 53326 New Orleans, Louisiana 70153		
C.4. Document / Purchase Order / Requisition No					
4312345678, Doc #1-0305-0042, FMMI Vendor Code: 1300000604					
C.5. 8-Digit Station Symbol					
12-40-0300					

To obtain the FMMI PO number, first complete SF-182 in AgLearn and obtain all required approvals. Print an approved copy of the SF-182 and forward to ARSOPS via email address: ARSOPS@nfc.usda.gov. ARSOPS processes SF-182 and generates a FMMI PO number. ARSOPS emails agency (sender of the document) the FMMI PO number. The Agency then places the FMMI PO number in block C.4. of the SF-182 and forwards to Federal vendor. (OPM, GSA, etc.)

Note: The FMMI PO number "must" be the first number listed in block C.4. of the SF-182. LEAVE SPACE FOR THIS NUMBER AT THE BEGINNING OF SECTION C.4. FMMI system will process without manual intervention.

9.	Review the form for accuracy. Click the "Submit" button.

10. **Training Approval Process (TAP)**

Step 1 – the 1st line supervisor's name should already be populated from the user's personal profile. Click the "show all" to show the supervisor name.

Note: If the supervisor's name is not listed, the "Select User for Approval" link will be available to search. Click the link and search for the supervisor.

Step 2-4 – Auto Approvers – No name necessary in these fields.

Note: The AgLearn system automatically moves through these steps and submits as approved. The Step 5 approver is then notified via email to approve step 5.

11. Select the **Step 5 Approver (Fund Holder)** by selecting the link **"Select User for Approval"**.

1. The search screen will appear. Key in the Last and First name and click search. Select the name.
2. Repeat the steps above to select the **Step 6 Approver** (person to review the form for accuracy, and add accounting and billing info).

| 12. | Click **Submit** once you have chosen the approvers. | Submit |

| 13. | Review the new SF-182 Request

A Request ID is created for the SF-182. The title is listed, and the "Status" field is indicated as "Submitted". The "Pending Approval Actions" field identifies what step the document is at in the approval process. The "Action" field provides you the various actions you can perform based on where the document is in the approval process. |
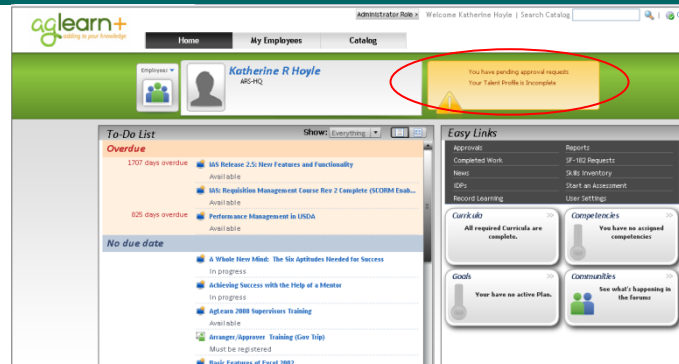

Sample FMMI vendor list
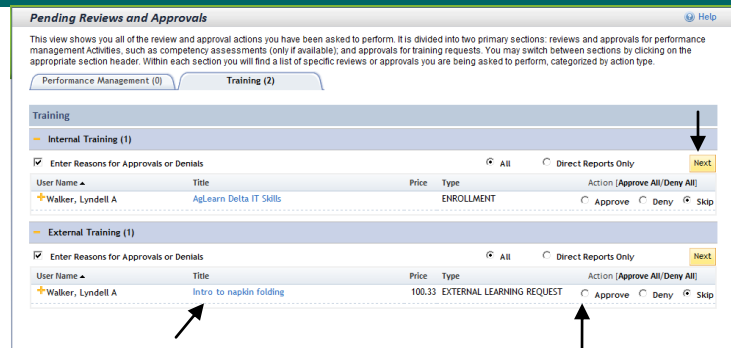

Example

Vendor   USDA

Vendor code   1500110220

SF-182 Approval Process

1. The approvers will login using their **Learner Login.** The approver will see on their home screen: **You have pending approval requests**.
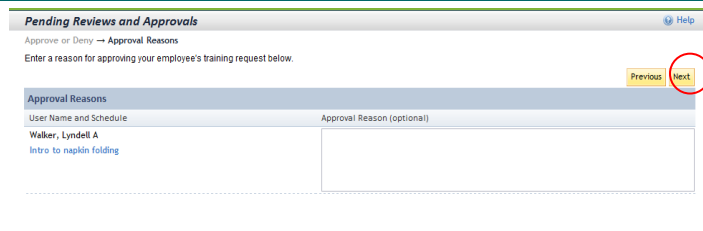

2. To view the SF-182, click on the title of the training. To Approve the SF-182, click the **Approve** box, then **Next**
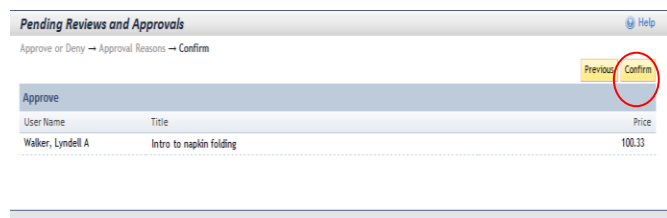

3. A comment section will appear next. Click **Next** to the final review screen.

   Note*: Comments are optional

4. At the final review screen, review all the information before clicking **Confirm**. Once the SF-182 has been approved, the **Status** will change to **Approved**

   The AgLearn System will automatically approve Steps 2-4 auto approvers. (This could take 15min to an hour) Step 5 and Step 6 approvers should log in as Learners and follow steps 1-4 to approve the SF-182

Records per Page	10 ▼	(10 total records)			
Request ID	Title		Status	Pending Approval Actions	Action
97003	Intro Into Napking Folding		Approved	None	View Request Withdraw Request Edit SF-182 Request Transfer Request
89093	Microsoft Excel Basics		Denied	None	View Request
72697	Training on SF-182 Process		Denied	None	View Request
69518	Fundamentals Of Writing		Completed and Verified	None	View Request Edit SF-182 Request Edit Verification View History
66582	Developing Procedures, Policies and Documentation		Verified	None	View Request Edit SF-182 Request Edit Verification

Preparing the SF-182 for Credit Card Payment

This job aid provides instructions when paying for Commercial (Off-the-Shelf) training by credit card. The purchase card is the preferred method to pay for training under the $2,500 micro-purchase threshold. Training over $2,500 **must** be paid using an accounting code (shorthand code).

If the training vendor does not accept payment by purchase card, forward the SF-182 to the appropriate payment office listed on page   of the following instructions: http://www.afm.ars.usda.gov/forms/EMPDEV/SF182-Instructions.PDF.

Step	Activity	View
1.	Log into AgLearn as an administrator - www.aglearn.usda.gov. From the administrator interface, select the **User Management** menu. From the left menu, the **Users** menu is highlighted.	
2.	From the Users search screen, enter and/or select the basic search criteria as appropriate. I.e. Last name, first name. Click "**Search**".	
3.	The search results appear at the bottom of the screen. Click the **pencil icon (edit)** to access the SF-182.	
4.	The summary page appears as default. Click **SF-182 Requests** tab.	

5. Click the **New Request** button at the bottom of the screen.

45761	1234		Completed and Verified	None	View Request Edit SF-182 Request Edit Verification View History
45754	Intro to Access		Verification Submitted	Pending Step 1	Edit Approval Edit Verification Withdraw Verification Edit SF-182 Request
43496	Microsoft Access 2003: Introduction		Verification Denied	None	View Request Edit SF-182 Request Transfer Request Verify
21669	Human Resources Management for Administrative Personnel		Approved	None	View Request Edit SF-182 Request Transfer Request Verify
2463	Developing and Communicating Leadership Competencies		Denied	None	View Request

Records per Page 10 ▼ (10 total records)

New Request

6. The SF-182 form opens.
Fill out the SF-182 request form.

Note: For instructions on how to complete all or some of the fields on the SF-182, please refer to the instructions listed at:
http://www.afm.ars.usda.gov/forms/EMPDEV/SF182-Instructions.PDF

Users

User ID: SG030376
Name: Gibson Brooks, Sherell A

Back to SF-182 Requests

New SF-182 Request

* = Required Fields

Request, Authorization, Agreement & Certification of Training

SECTION A: TRAINEE INFORMATION

A. Agency Code, agency sub element and submitting office number					B. Request Status / Record Action	
AG034800					◉ Add	○ Delete
A.1. Applicant's Name			First Five Letters of Last Name			
Last Name	First Name	Middle Initial	GBSO			
Gibson Brooks	Sherell	A				

A.4. Home Address				A.5. Home Phone	* A.6. Position Level	
Street Address	HRD- OFFICE OF THE DIRECTOR, 5601 SUNNYSIDE AVE.			301-504-1439	○ a. Non-supervisory	○ b. Manager
City	State / Province	Postal Code	Country		○ c. Supervisory	○ d. Executive
BELTSVILLE	MD	20705-5103	USA			

A.7. Organization Mailing Address			A.8. Office Phone	A.9. Work Email Address	
Add1				sherell.brooks@ars.usda.gov	
Add2					
City	State / Province	Postal Code			

| A.10. Position Title | A.11. Does applicant need special accommodation? | | If yes, please describe below | |
| | ○ Yes ◉ No | | | |

Done

SECTION B: TRAINING COURSE DATA

B.1a. Name and Mailing Address of Training Vendor

* ◉ ID 🔍 [_____]   Name [_____]   ○ Other If Other, please specify [_____]

| * Street Address | | * City | * State / Province | * Postal Code | * Country |
| | | | | | |

B.1b. Location of Training Site

☐ If Same, mark box.

| Street Address | City | State / Province | Postal Code | Country |
| | | | | |

| B.1c. Vendor Email Address | B.1d. Vendor Telephone Number |
| | |

| * B.2a. Course Title | B.2b. Course Number Code | * B.3. Training Start Date (MM/DD/YYYY) | * B.4. Training End Date (MM/DD/YYYY) |
| | | | |

| * B.5. Training Duty Hours | * B.6. Training Non-Duty Hours | * B.7. Training Purpose Type |
| | | -- Please Select One -- ▼ |

| * B.9. Training Sub Type Code | B.10. Training Delivery Type Code | * B.11. Training Designation Type Code | B.12. Training Credit | * B.13. Training Credit Type Code |
| -- Please Select One -- ▼ | -- Please Select One -- ▼ | -- Please Select One -- ▼ | 0 | -- Please Select One -- ▼ |

| * B.14. Training Accreditation Indicator | * B.15. Continued Service Agreement Required Indicator | B.16. Continued Service Agreement Required Expiration Date | B.17. Training Source Type Code |
| ○ Yes ◉ No | ○ Yes ○ No ◉ N/A | | -- Please Select One -- ▼ |

| B.18. Training Objectives | B.19. Agency Use Only |
| | |

SECTION C: COSTS AND BILLING INFORMATION

SECTION C: COSTS AND BILLING INFORMATION					
C.1. Direct Cost and appropriation/fund chargeable			**C.2. Indirect Cost and appropriation/fund chargeable**		
Item	* Amount	Appropriation Fund	Item	* Amount	Appropriation Fund
a. Tuition	$ 0.00		a. Travel	$ 0.00	
b. Books or Materials	$ 0.00		b. Per Diem	$ 0.00	
c. Total	$		c. Total	$	
* C.3. Total Training Non-Government Contribution Cost			C.6. Billing Instructions		
$ 0.00					
C.4. Document / Purchase Order / Requisition No					
C.5. 8-Digit Station Symbol					

☐ Submit Request as Approved   ☐ Save Data for Another Request   [Select User] [Submit] [Reset]

7.   Section C of the SF-182 is the Payment and Billing Section. It is important to place the appropriate information in this section according to the payment method used. For Credit Card payments:

C.1. Direct Cost and appropriation/fund chargeable			**C.2. Indirect Cost and appropriation/fund chargeable**		
Item	* Amount	Appropriation Fund	Item	* Amount	Appropriation Fund
a. Tuition	500.0		a. Travel	22.50	
b. Books or Materials	0.0		b. Per Diem	0.0	
c. Total	500		c. Total	22.50	
* C.3. Total Training Non-Government Contribution Cost			C.6. Billing Instructions		
0.0			Paid by Credit Card Ashley Magill 301-504-1476 ashley.magill@ars.usda.gov		
C.4. Document / Purchase Order / Requisition No					
Doc #: 003050022					
C.5. 8-Digit Station Symbol					

C1. Enter the amount of the training, books or materials & total.

C2. Enter the travel amount, per diem & total

C3. Leave at zero.

C4. Enter the Agency Document Tracking #. This number is used internally to track the number of SF-182s generated in a fiscal year, and normally consist of the two digit fiscal year, four digit mode code, and four digit sequential set of numbers.

C5. N/A for Credit Card Purchases

C6. Enter the Card Holders full name, phone number, and email address.

8.   Review the form for accuracy and click the **Submit** button.

☐ Submit Request as Approved   ☐ Save Data for Another Request   [Select User] [Submit] [Reset]

9.   **Training Approval Process (TAP)**

Step 1 – the 1st line supervisor's name should already be populated from the user's personal profile. Click the "show all" to show the supervisor name.

Note: If the supervisor's name is not listed, the "Select User for Approval" link will be available

to search. Click the link and search for the supervisor.

Step 2-4 – Auto Approvers – No name necessary in these fields.

Note: The AgLearn system automatically moves through these steps and submits as approved. The Step 5 approver is then notified via email to approve step 5.

Approval Submission | Help |

> Submit for Approval

The item/request selected requires approval using the steps listed below.

Any steps that do not have a user listed must have a name filled in before the request can be submitted.

Approval Step	Approvers
Step 1	Supervisor Level 1 (Show All)
Step 2	Approver_1 (Show All)
Step 3	Approver_2 (Show All)
Step 4	Approver_3 (Show All)
Step 5	Select User for Approval
Step 6	Select User for Approval

Return to SF-182 Request   Submit

---

10.   Select the **Step 5 Approver (Fund Holder)** by selecting the link **"Select User for Approval"**.

1. The search screen will appear. Key in the Last and First name and click search.   Select the name.

2. Repeat the steps above to select the **Step 6 Approver** (person to review the form for accuracy, and add accounting and billing info).

Search   Reset

Case sensitive search:	○ Yes ● No
User ID:	Starts With ▼
Last Name:	Starts With ▼ gram
First Name:	Starts With ▼ v
Middle Initial:	Starts With ▼
Role ID:	Starts With ▼
User Status:	● Active ○ Not Active ○ Both

Approval Process | Help |

> Search Results

| Search | Results |

Add Users to Approval Process Step

Add   Reset

Select All / Deselect All

User ID	User Name	Add
VG037265	Gramlich, Virginia C	☑

Select All / Deselect All

Add   Reset

---

11   Click **Submit** once you have chosen the approvers.   Submit

12. Review the new SF-182 Request

A Request ID is created for the SF-182.
The title is listed, and the "Status" field is indicated as "Submitted".
The "Pending Approval Actions" field identifies what step the document is at in the approval process.
The "Action" field provides you the various actions you can perform based on where the document is in the approval process.

Viewing Options:	All requests			Sort By:	Request ID

Records per Page 10 (9 total records)

Request ID	Title	Status	Pending Approval Actions	Action
89690	AgLearn Maintenance	Submitted	Pending Step 1	Edit Approval Edit Request Withdraw Request
84731	test	Denied	None	View Request
64958	Adobe Flash CS3: Rich Content Creation	Verified	None	View Request

Preparing and Approving the SF-182 as an Administrator

There may be occasions when an administrator will need to submit the SF-182 request as approved by the administrator. For instance, acceptance in a class is contingent on receiving the SF-182 immediately, and receiving signatures through AgLearn is impossible. The administrator will approve and ensure the appropriate signatures are received from the fund holder. Another instance could be the SF-182 was submitted, however, the supervisor and/or fund holder is not available to approve (separated, on detail, on extended leave, etc.).

Note: The "submit as approved by administrator" should not be used for all SF-182s submitted just because an approver does not like logging into AgLearn, and the administrator should be aware that if audited, there should be some form of documentation of the fund-holder's signature.

Step	Activity	View
1.	Log into AgLearn as an administrator - www.aglearn.usda.gov. From the administrator interface, select the **User Management** menu. From the left menu, the **Users** menu is highlighted.	
2.	From the Users search screen, enter and/or select the basic search criteria as appropriate. I.e. Last name, first name. Click "**Search**".	
3.	The search results appear at the bottom of the screen. Click the **pencil icon (edit)** to access the SF-182.	
4.	The summary page appears as default. Click **SF-182 Requests** tab.	

5. Click the **New Request** button at the bottom of the screen.

6. The SF-182 form opens.

   Fill out the SF-182 request form.

   Note: For instructions on how to complete all or some of the fields on the SF-182, please refer to the instructions listed at: http://www.afm.ars.usda.gov/forms/EMPDEV/SF182-Instructions.PDF

7. Complete Section C as appropriate based on the method of payment being used. (See previous instructions for submitting using accounting code or credit card)

At the bottom of the SF-182 form, place a check mark inside the box labeled **Submit Request as Approved,** and click submit

8. Check the user SF-182 Request to see if the new request appears

SF-182-Transfer to Another Employee

There may be times when an SF-182 has been approved and paid for and the agency cannot be reimbursed for the funds. In cases like this, the AgLearn system has the ability to transfer an SF-182 request to another employee. Some examples are: assigned a new project that must get done, scheduled employee separated from agency, on a detail, or out on extended leave.

Step	Activity	View
1	Log in to AgLearn as an **administrator** – www.aglearn.usda.gov . Click on **User Management** tab in the blue. Click on the **Users** on the gray (left) side of the screen	
2	Enter the employee's name. Click **Search**. Scroll to the bottom of the page. Click on the **Pencil** icon.	

3. The summary page of the employee will appear. Next, click on the **SF-182 Requests** tab.

4. Click **Transfer Request** on the right side of the chosen SF-182

5. Enter the employee's name. Click **Search**

6.   Click the **Select** button

7.   The SF-182 is transferred to the employee. To see the document, click the **"SF-182 Request"** tab in the employee's record.

AgLearn Electronic SF-182 – Verifier Role
Learner and Administrator

At the completion of a training event, you must verify your attendance and completion of all training sessions. This verification also allows you to update the SF-182 with new or changed information such as dates and tuition cost. After the employee has verified the training, the 1st line supervisor must also verify completion of all training sessions before it is added to the employee's Learning History.

This job aid will show administrators the steps an employee and supervisor will take to verify training, and provide steps the administrator can take to assist in the verification process.

Step	Activity	View
1	Go to www.aglearn.usda.gov. Log in as a **Learner**	
2	To verify training, go to the **Easy Links** section, and click **SF-182 Requests**. The Request, Authorization, Agreements & Certification Of Training screen will appear. **Note:** To view the actual Request, click the **blue Request ID** link. (Optional) Select the SF-182 you need to verify by clicking the **blue verify** button.	

3. Complete the verification form.

Note: If there are changes to the dates and cost, please update before clicking the submit button

4 Once verification is complete, click the blue **submit button** at the top of the screen.

5. The **Approval Submission** screen will appear.
(Optional) Click the **(Show All)** link to show the supervisor's name that will approve the verification.

Click the **Submit** button.

6. To view the verification status, Click on the **Request ID**

7. Click the **gold plus sign** next to "**View Actual Verification**". Wait a few seconds and the verification page will appear.

External Learning Request Details   ⓘ Help
← Back
Training Request ID: 96996
Course Title: Intro to Production
Vendor Name: USDA Professional Development Center
Training Start Date: 12/14/2010 America/New York
Training End Date: 12/16/2010 America/New York

Request Status: Verification Submitted

External Learning Request Details

➕ View Actual Request

➕ View Actual Verification

8. The verification page will appear. Scroll to the bottom of the form; click the **(Show Details)** link to see the name of the approver.

V.8. Direct Cost and appropriation/fund chargeable			V.9. Indirect Cost and appropriation/fund chargeable		
	* Amount	Appropriation Fund		* Amount	Appropriation Fund
a. Tuition	0.00		a. Travel	0.00	
b. Books or Materials	0.00		b. Per Diem	0.00	
c. Total	0.00		c. Total	0.00	

* V.10. Total Training Non-Government Contribution Cost
0.00

Verified?	Verification Step	Date Completed	Verified By	Verifiers	Comments
	Step 1			Supervisor Level 1 (Show Details)	

9.   The name of the approver will appear to the right to show who needs to verify the request next and a status of the verification step will appear to the left.

Click the **back** button to return to the previous page.

10. You will receive an email notification explaining that your record of completion is contingent on your supervisor verifying your attendance in the training event.

Check your learning history to ensure your records are updated. If necessary, remind your supervisor to update the verification approval process.

Steps as an Administrators

1	Go to www.aglearn.usda.gov. Log in as an **Administrator.**	

2	To verify training, search for a user, and click on **SF-182 Requests**. Select the SF-182 you need to verify by clicking the **blue verify** button.	

3.	Complete the verification form. Proceed to either Step 4 or Step 5 **Note:** If there are changes to the dates and cost, please update before clicking the submit button	

4.	Check the **Submit Request as Approved** option to bypass the approver and click the **Submit** button.	

5.	At the Approval Submission screen, click on the Approvers name to display it and click **Submit**	

Approval Submission | Help |
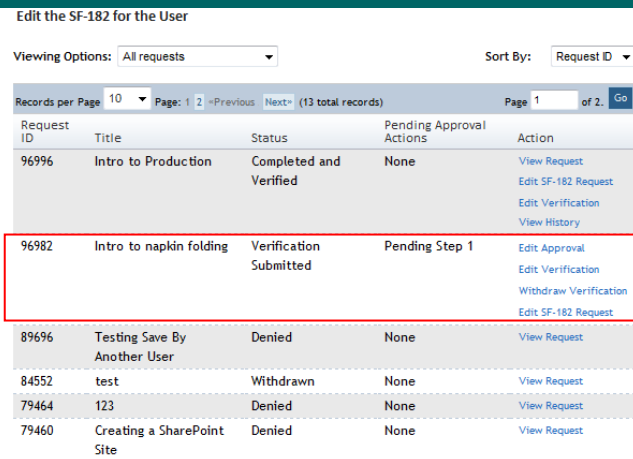
> Submit for Approval

The item/request selected requires approval using the steps listed below.

Any steps that do not have a user listed must have a name filled in before the request can be submitted.

Approval Step	Approvers
Step 1	Casandra V Butler; (Close View)

Return to SF-182 Request   Submit

6.	You will then be taken back to SF-182 request, and the verified SF-182 will appear.	

Edit the SF-182 for the User

Viewing Options: All requests ▼   Sort By: Request ID ▼

Records per Page 10 ▼ Page: 1 2 «Previous Next» (13 total records)   Page 1   of 2. Go

Request ID	Title	Status	Pending Approval Actions	Action
96996	Intro to Production	Completed and Verified	None	View Request / Edit SF-182 Request / Edit Verification / View History
96982	Intro to napkin folding	Verification Submitted	Pending Step 1	Edit Approval / Edit Verification / Withdraw Verification / Edit SF-182 Request
89696	Testing Save By Another User	Denied	None	View Request
84552	test	Withdrawn	None	View Request
79464	123	Denied	None	View Request
79460	Creating a SharePoint Site	Denied	None	View Request

Withdraw or Delete an SF-182 request

At times a user or administrator may need to withdraw or cancel an SF-182. This job aid will go through the steps to withdraw the document. If the SF-182 must be deleted from the system, this is done via an email request. Instructions on how to complete both are listed below.

Step	Activity	View
1	Go to www.aglearn.usda.gov. Log in under the **Administrator Login**	
2	To withdraw a training, search for a user, and click on **SF-182 Requests**. Select the SF-182 you need to remove by clicking the **blue withdraw request** button.	
3.	Once you click the withdraw request button, you will receive the following pop-up "Do you really want to withdraw this request?" Select OK	
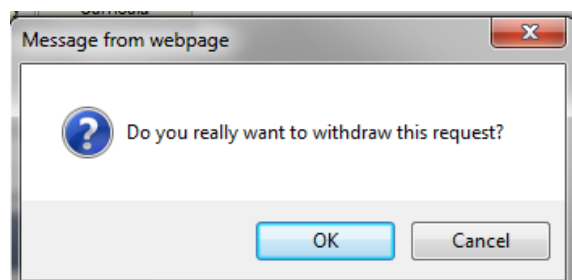
4. The SF-182 has now been withdrawn.

Note: Although the document has been withdrawn, it still remains in the system, but as withdrawn

Request ID	Title	Status	Pending Approval Actions	Action
96867	Adobe Advance Learning	Completed and Verified	None	View Request / Edit SF-182 Request / Edit Verification / View History
89690	AgLearn Maintenance	Withdrawn	None	View Request
84731	test	Denied	None	View Request
64958	Adobe Flash CS3: Rich Content Creation	Verified	None	View Request / Edit SF-182 Request / Edit Verification

Records per Page 10 ▼ (10 total records)

5. Deleting an SF-182 from the AgLearn system is something that must be done from the back-end of the system. Therefore, if an SF-182 is created and fully approved, and the document requires deletion, please send an email to Lyndell.walker@ars.usda.gov

Note: To remove the SF-182, include in the email the user first and last name, user ID, SF-182 number as well as title.

Running An External Data Report

The external request data report will provide user, request, vendor and financial data external requests for a selected time period. You can filter the data by fields such as domain, user status and item needs. Report data can be viewed in HTML or PDF format or can be downloaded to CSV format for further analysis in other program such as Excel. This procedure below illustrates how to report external request data for a specific month.

Step	Activity	View
1.	Click the **Reports** tab	
2	In the search, type **Data** and click **Submit** **Note*:** There are 3 external data request reports.	
3.	Click **External Request Data.**	
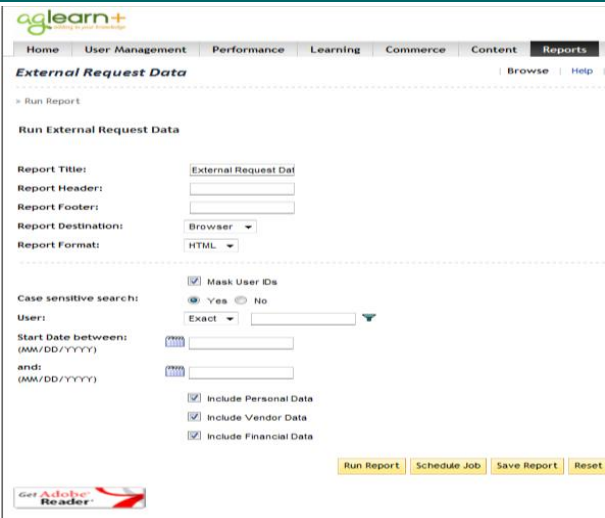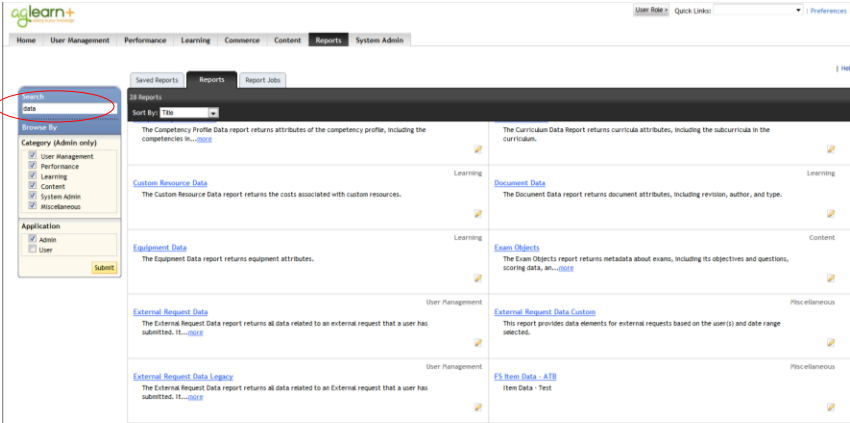
| 4. | In **Report Destination** and **Report Format**, click the drop down arrow to choose the different forms.

Note*: Report Destination has 2 choices, **Browser** or **Local File**. Report Format has 2 choices, **HTML** or **PDF** | |

| 5 | Click the **Green Filter** icon next to the User section to do a search for a User | |

| 6. | Do a search for the user by typing in first and last name. Then click **Search** | |

| 7. | Place a check mark in the **Select Box** and click **Submit Selection** | |

8.	Click **Submit Filter**

9.	Click the Calendar icon, if certain specific dates are needed. If an entire history is needed, keep the calendar date section blank.

|	
10.	Click **Run Report**. This is the report as it is displayed in the browser.

Running An External Tuition Report

The external request tuition report will report for a selected time period. You can filter the data by fields such as domain, request status and vendor and can group and sort the data by fields such as schedule block, user, tuition, and vendor name. Report data can be viewed in HTML or PDF format or can be downloaded to CSV format for further analysis in other programs such as Excel. The procedure below illustrates how to identify all approved tuition requests that were approved during the first quarter of FY2010

Step	Activity	View
1.	Click the **Reports** menu	

2	In the search, type **Tuition** and click **Submit** **Note*:** There are 3 external data request reports	
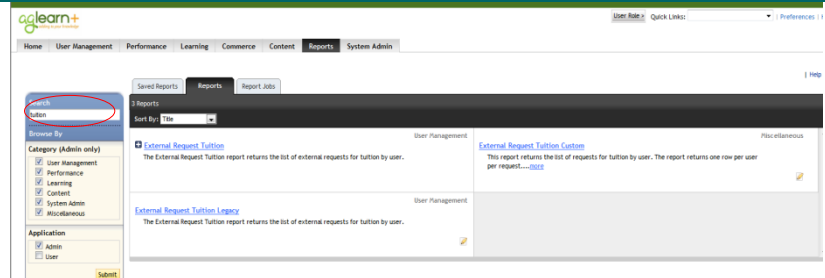
3.	Click the + sign next to **External Request Tuition**. Select **External Request Tuition by User**	
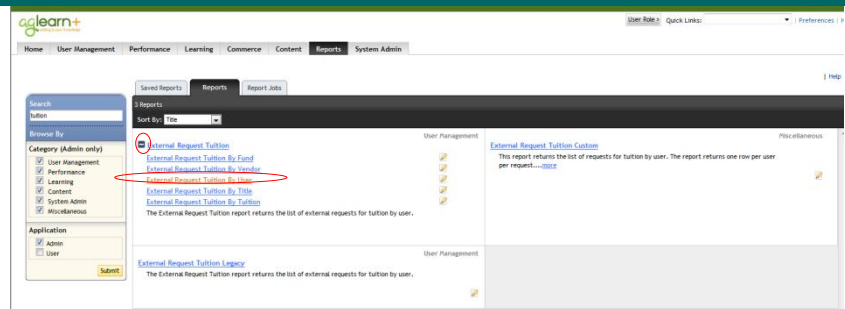
4.	Fill in the necessary data to run the report	

| 5 | In **Report Destination** and **Report Format**, click the drop down arrow to choose the different forms.

Note*: Report Destination has 2 choices, **Browser** or **Local File**. Report Format has 2 choices, **HTML** or **PDF** | |

| 6. | Click the **Green Filter** icon next to the User section to do a search for a User | |

| 7. | Click the filter icon next to SF-182 Status. From here, select the statuses that the report to run | |

External Request Tuition By User

| Browse | Help |

> Run Report > by SF-182 Status

Create Filter   **View Filter**

Select SF-182 Status from list

Submit Selection   Reset

Records per Page All ▼ (11 total records)   Select All / Deselect All

ID	Description	Select
Approved	Approved	☐
Completed and Verified	Completed and Verified	☐
Denied	Denied	☐
Expired	Expired	☐
Submitted	Submitted	☐
Verification Denied	Verification Denied	☐
Verification Submitted	Verification Submitted	☐
Verification Withdrawn	Verification Withdrawn	☐
Verified	Verified	☐
Verified as not completed	Verified as not completed	☐
Withdrawn	Withdrawn	☐

Records per Page All ▼ (11 total records)   Select All / Deselect All

Submit Selection   Reset

8.	Click **Submit filter**	

9.	Click **Run Report**	

10.	A copy of the report as displayed by the browser.	

SF182 Instructions for Group Training

Currently, the AgLearn system is set up to submit an electronic SF182 per individual and does not accommodate entering an SF182 for multiple individuals (groups) at one time. Until this option is made available in AgLearn, the following procedures apply:

An SF182 can be submitted for groups using a paper SF182 through the normal paper process. The form can be located on the OPM website at: http://www.opm.gov/forms/pdf_fill/SF182.pdf. The paper SF182 should be accurately completed and routed through the proper channels for approval. Agency specific instructions for completing the SF182 can be located on the AFM website at: http://www.afm.ars.usda.gov/forms/EMPDEV/SF182-Instructions.PDF. Once approval is received, the SF182 can be sent to the vendor and/or NFC for payment.

Note: An SF-182 for groups can be found in AgLearn by entering "ARS_GRP_TRAINING" in the "user ID" field. Click search. The user "ARS_GRP_TRAINING" appears. Enter the record to submit an SF-182 for a group. This form is only used to complete the request and send to the vendor. No true name is attached to it. Please follow the instructions below to submit an SF-182 for each individual to cover the cost of the training and credit the learning history.

Approvals: Ensure appropriate supervisory approvals are received when coordinating group training events, since one document is used for multiple users, sometimes from multiple offices.

Payment: Payment can be made using an accounting code for dollar amounts up to the $100,000 threshold and/or by credit card for payments $2500 or less.

Recording: Individual SF182's **must** be recorded in AgLearn with the appropriate costs for each attendee for tracking and recording purposes.

Program Coordinator/Training Designee Responsibilities:

- It is your responsibility to ensure the submission process is carried through to the finish.
- Individual SF182s must be recorded in AgLearn for those attending the training session(s) – these SF182s do not get sent to the vendor or NFC, but are recorded in AgLearn to report cost to OPM – www.aglearn.usda.gov.
- If Training Designees within the agency are responsible for submitting an individual SF182:
    - Provide a list of attendees along with instructions on how to submit.

- Provide the title of the course as it appears on the original SF182.
- Provide actual dates of course (some instances the dates may vary)
- Individual breakdown of cost per participant – Be sure to divide cost based on the number of participants that **actually** attended divided by the total cost of the training

Instructions for Creating Individual SF182s in AgLearn

1. Section B.2a. - Correct title of course -be consistent w/what was entered on original SF182.
2. Section B.3. & B.4. - Dates of training - use actual dates of training – E.g. original SF182 paid for three sessions of 25 attendees, training dates were October 8, 15, & 22nd.
3. Section C.1. - Cost breakdown should be based on the **actual** number of attendees - E.g. if course was $25,000 and there were 50 participants, cost per person is $500.
4. Section C.2. - Travel cost - provide individual travel cost, as appropriate. Estimates are accepted.
5. **If prior approval is not needed or already received**, before clicking submit, select the "submit as approved" check box – this allows the admin to approve the form and by pass the approval process.
6. Select the "save data for another user" check box – this allows the admin to save the data already completed on the form for other attendees – **note:** be sure to change personal data for each attendee.
7. Click submit – (as required, select approvers).
8. You will be returned to the original SF182 in order to submit the form for the next user.
9. Scroll to bottom, Click the "select another user" button
10. Search for next user by entering last name, first name, click search, select user.
11. Continue process until all users have an individual SF182 submitted for the training.

Verifying Attendance to Credit the User's Learning History:

- AgLearn will send an email notification to the employee and supervisor requesting verification of attendance in the training session.
- The employee should verify whether he/she attended all sessions.
- Upon verification, notification is sent to the supervisor to verify attendance.
- Once verification is received, the AgLearn system will automatically update each participant's learning history.

Note: An administrator can verify attendance at his/her discretion and the AgLearn system will update the user's learning history record.

Sample SF-182 User Notification

From: aglearnsystem@usda.gov [mailto:aglearnsystem@usda.gov]
Sent: Tuesday, June 29, 2010 10:58 AM
To: Brooks, Sherell
Subject: Confirmation of SF-182 Request Submission for AgLearn Maintenance

Sherell Gibson Brooks,

This email confirms that you submitted an SF-182 Request regarding the following activity:

SF-182 Request: AgLearn Maintenance
Start Date/Time: 2/21/2011
End Date/Time: 2/25/2011
Action Required: None at this time, this message is strictly for informational purposes.

While your request has been received, it must first be approved per your agency's official training approval process. If you have any questions about the approval process, please contact your Agency's AgLearn coordinator who can be found here. (http://www.aglearn.usda.gov/contactus.htm)

If you entered any comments with your request they will be found below:

Want more information? Try the online AgLearn course, USDA AgLearn SF-182 User Course. To view the course, click on the course name link and log in. Once logged in, you will be able to see the course details and launch the course.

Sample SF-182 Supervisor Approval

From: aglearnsystem@usda.gov [mailto:aglearnsystem@usda.gov]
Sent: Tuesday, June 29, 2010 11:36 AM
To: Brooks, Sherell
Subject: SF-182 Request Approval Required for Lyndell Walker

Lyndell Walker has submitted an AgLearn SF-182 Request for the following activity:

SF-182 Request: Testing Save By Another User
Start Date/Time: 7/6/2010
End Date/Time: 7/7/2010

You are listed as an approver for this request per your agency's official training approval process.

Action Required: Click Here to Approve this Request.

If you have any questions about the approval process, please contact your AgLearn training coordinator found here. (http://www.aglearn.usda.gov/contactus.htm)

If the SF-182 Request submitter entered any comments with the request they will be found below:

Want more information? Try the online AgLearn course, USDA AgLearn SF-182 User Course. To view the course, click on the course name link and log in. Once logged in, you will be able to see the course details and launch the course.